



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

January 12, 2004

Dear City and Town Population Contact:

Happy New Year! We are again preparing for our annual population determinations in accordance with RCW 43.62.030. Form E, our "Are you going to census or estimate?" form, is enclosed for your response. Please return Form E by January 20, 2004.

- If you plan to conduct any surveys to develop your 2004 population estimate, please contact OFM. Survey procedures need to meet specific standards and be authorized in advance by OFM.
- Census Administrator Training Session, on February 13, 2004, is advised for those planning a large census for their April 1 population determination or for any large census required for an annexation. Please return the Census Administrator Training Session form by February 2, 2004. Persons wishing to attend to learn about census procedures are also welcome.

As the designated population contact person for your city/town, you have been sent this letter and all enclosures. Mayors are being sent a copy of this letter only—no enclosures.

If you are interested in reviewing the population data at our Internet site, please select **Population** (in column at screen left) at: <http://www.ofm.wa.gov>. This internet site includes population information, publications, annexation processing requirements, annexation forms, annexation reports, census forms, and census manuals (Tabulation and Enumerator). Other information will be added as time allows.

If you have any questions or would like assistance in deciding whether to conduct a census, please contact me at 360.902.0588 or Lawrence Weisser at 360.902.0589.

Sincerely,

Theresa J. Lowe  
Chief Demographer

Enclosures

cc: Mayors (letter only, no enclosures)

## **April 1, 2004 City/Town Population Determinations Important Dates**

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|---|--------------------|
| 1. Return Form E (Are you going to Census or Estimate?)   | January 20, 2004   |
| 2. Return Census Administrator Training Form (if attending)   | February 2, 2004   |
| 3. Census Administrator Training in Olympia (Do not need to be conducting a census to attend)                                   | February 13, 2004  |
| 4. OFM will mail Form C and census materials to cities conducting a census  | Early March        |
| 5. Earliest date to start city/town census  | March 8, 2004      |
| 6. OFM will conduct Enumerator Training for Cities intending to census (Various locations in Eastern and Western Washington)    | Mid-March          |
| 7. OFM will mail Form A (Estimate data collection form) to cities intending to estimate their population.                       | Mid-March          |
| 8. Cities return Form A or Form C and census paperwork  | April 9, 2004      |
| 9. OFM will release preliminary April 1, 2004 populations for local review  | First week in June |
| 10. Final date for OFM to receive written request and documentation from cities requesting population revisions                 | June 21, 2004      |
| 11. Official April 1, 2004 city and town population filed with the Office of the Secretary of State and Office of the Treasurer | June 30, 2004      |
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